



**GOVERNMENT OF TELANGANA
ABSTRACT**

Finance Department – Formation of New Districts, Revenue Divisions and Mandals in Telangana State – Functional Guidelines – Orders – Issued.

FINANCE (TFR) DEPARTMENT

G.O.Rt.No.2265

Dt:08.10.2016
Read the following:-

- Ref:-1. G.O.Ms.No.126, Finance (TFR) Department, Dt:24.09.2016
2. Cir.Memo.No.11698-A/20/A1/HRM-VI/2016, Dt:01.10.2016 of Finance (HRM-VI) Department.
3. Lr.No.F3/3889/2016, of Director Treasuries and Accounts, Telangana, Hyderabad Dt:03.10.2016.

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In the reference 3rd read above, the Director of Treasuries and Accounts, Telangana, Hyderabad has informed the Government that on formation of New Districts, Re-organisation of Revenue Divisions and Mandals orders of Government required on certain administrative issues for smooth functioning of Government administration ingeneral and Treasuries in particular.

Government after careful examination of the matter hereby issues the following orders for strict compliance by Secretariat Departments, District Collectors, HODs and their respective Drawing and Disbursing Officers.

1. District Codes & DDO Codes:

On formation of new Districts and assigning of District Codes, the Director Treasuries and Accounts, Telangana, Hyderabad is permitted to adopt the new District Codes & DDO Codes in place of the existing DDO Codes duly maintaining the old DDO Code and new DDO code link table.

All the Secretariat Departments / HODs / District Collectors are requested to instruct the DDOs working under their administrative control to obtain new DDO Codes from the District Treasury concerned.

The Director of Treasuries and Accounts, Telangana, Hyderabad shall issue necessary guidelines to all the Deputy Directors / Treasury Authorities heading each District to map the existing employees from the old DDO Code to the new DDO Code for drawl of Pay and Allowances.

The Director of Treasuries and Accounts, Telangana, Hyderabad shall migrate the data of all transactions from old DDO Codes to the new DDO Code.

2. Substantive, Leave, Officiating (SLO) Data:

All Secretariat Departments / HODs shall follow the procedural guidelines on allocation of posts & personnel to the Districts as per the guidelines issued in the reference second read above.

All Heads of Departments are instructed to furnish the cadre strength as approved by the Finance Department to the concerned District Treasury Officers through their existing District Unit Heads.

P.T.O.,

As part of the re-distribution of the State and consolidation of functions of District Officers several Departments have proposed to utilize the services of employees belonging to Corporations, Societies and other Institutions in the Government offices in the New Districts.

The salaries and allowances of such employees belonging to Corporations, Societies or other Institutions shall have to be drawn from their respective Parent Organisation only.

3. Bank Co-ordination:

The Director of Treasuries and Accounts, Telangana, Hyderabad is instructed to communicate the new DDO Codes along with existing DDO Codes to the Dy. General Manager, Government Business Unit, SBH Head Office, Gunfoundry, Hyd., for replacement of existing DDO Codes with that of new DDO Codes.

4. Mapping of CP\$ and PRAN Number:

All the Contributory Pension Scheme subscribers shall automatically mapped with the new location if the shifting of subscriber is within the state.

The Director of Treasuries and Accounts, Telangana, Hyderabad is instructed to map the CPS subscribers to new DDO Codes after assigning of new DDO Codes and shall carry out necessary modifications in NSDL data base.

5. Registration of DTOs for CP\$:

All the Secretariat Departments / District Collectors and HODs are informed that the existing PRAN Registration and login ID of the Divisional Sub Treasury shall be used for transactions from the new Districts. The proposal for new DTO registration shall be submitted to the NSDL where new Treasury establishments are proposed and also new DDO Registration shall be done wherever new DDOs establishments are found.

The Director of Treasuries and Accounts, Telangana, Hyderabad is instructed to issue necessary instructions to all the District Treasury Officers to initiate necessary action in consultation with DDOs of their respective Departments.

6. Mapping of PD Accounts and apportionment of balances:

All the Secretariat Departments, District Collectors, HODs are informed that the mapping of PD Accounts shall be completed as soon as the new DDO codes are created and the balances shall be posted accordingly. Where the balances in existing PD Accounts needs the necessary apportionment among the districts, transfer entries will be made by the Treasury Officer on receipt of necessary orders from the PD Administrator.

The Director of Treasuries and Accounts, Telangana, Hyderabad shall also issue necessary instructions to the District Treasury Officers for apportionment and making of entries in the PD Accounts based on the proposals of PD account administrators after due reconciliation of balances. In case of variation of balances in P.D. Account the lowest balance shall be adopted. Necessary changes in PD Accounting Software also would be made by Director (IT).

7. Updation of Information of AC and DC Bills:

All the Secretariat Departments / HODs and District Collectors are informed that the new DTO, STO and DDO Codes shall be assigned to the existing DDO Codes. In respect of pending AC Bills the DTOs shall prepare and communicate the list of pending AC bills against each DDOs for immediate settlement and also furnish the pending AC Bills Department wise, District wise to the Government for addressing the administrative department of the Secretariat.

For all further AC draws new DDO Code shall be used the existing rules for drawl of fresh AC bills shall be strictly followed in all the Districts.

P.T.O.,

All the Secretariat Departments / District Collectors and HODs are requested to issue instructions to all the subordinate offices to settle the pending AC bills by submitting the DC bills to the Treasury Offices where such AC bills are draw.

8. Cheque book Distribution:

All the Secretariat Departments / District Collectors and HODs are informed that the current cheque books shall be used by affixing new DDO, Treasury and Bank Code till the of existing cheques exhausts. Thereafter new Cheques Truncation System(CTS) cheque books shall be printed with new codes.

The Director of Treasuries and Accounts, Telangana, Hyderabad is also requested to issue instructions to all the Treasury Officers to utilize the existing CTS cheques duly affixing the new DDO Codes over the old DDO Codes.

The DTA shall address the Government Security Press for Printing and Supply of new Cheque Books with assigned codes to the new Districts. Till the new cheque Books are printed and supplied, the DTA shall redistribute the existing stock of cheque books to the new DTOs / STOs.

9. Redistribution of authorized and Unspent balances:

The Unspent balances, if any, shall be reallocated to the new districts duly obtaining the surrender certificate from the existing location.

The DTA shall reauthorize the budget distribution to the Treasury Officers to admit the expenditure in all the Districts on receipt of redistribution statements from the HODs concerned in respect of surrendered amounts.

10. Opening of New PD Account:

If a PD Account needs to be opened in the Districts, the Secretariat Departments / District Collectors / HODs shall send necessary proposals to Finance (BG) Department for authorising the DTA to open a new PD Account after the formation of New Districts and shall follow all the existing rules in vogue for operation of P.D. Account.

11. Remapping of Pensioners:

On assigning of New Codes the existing pensioners shall be mapped from old DTO / STO Code to New DTO / STO Code.

The DTA shall map the pensioners to the New DTO / STO Code. Till the remapping of the Pensioners, the pensions shall be continued to be paid to the existing bank accounts of the pensioners from the DTOs / STOs falling under revised definition of jurisdiction.

12. Updation of Specimen Signatures:

All the Treasury Officers are hereby instructed to update the specimen signatures duly obtaining the specimen signatures from the new DDO if any and transfer of existing specimen signatures available in the existing stations to the new locations. All the Treasury Officers shall maintain the specimen signature of the DDO's mandatorily.

13. TAN Number Updation:

Existing TAN Number of the Divisional Sub Treasury shall be used for regular transactions from the new Districts.

Treasury Officer concerned shall use the existing TAN Number for the new district offices also. New TAN Number shall be obtained by the Treasury Officer as well as DDOs where new establishment is created. The DTA shall also issue further instructions wherever necessary.

14. Infrastructure:

For the new District Treasuries / Sub Treasuries, the Treasury Officers shall obtain required furniture from the District Collectors and in case of shortfall, the DTA shall procure the actual furniture requirement by obtaining quotations in relaxation of ban orders, rules by drawl on the same AC bills.

The DTA shall take inventory of available computers and peripherals, and re-distribute them to the new locations.

The DTA should ensure that all DTOs shall have atleast one heavy duty printer for generating and printing monthly accounts for rendering the same to A.G. In case of additional computers and peripheral requirement for Treasuries, the DTA shall procure the same from authorised reputed dealers in relaxation of rules for rate contract items the DTA., will compare the rates available with TSTS, DGS & D etc.,

The systems shall be purchased on buy back basis duly following the Standards of Financial Propriety.

For location of new District Treasury / Sub Treasury the Collectors shall allot the accommodation and DTA shall ensure that adequate facilities are created in those locations.

The DTA shall ensure that all offices shall have minimum amenities for proper functioning of the office.

The DTA shall ensure that all new locations shall have adequate functional IT, Telecom connectivity.

The sign boards for each new District / Sub Treasury shall be uniform in make and size.

15. Class IV GPF:

On assigning of new Codes the existing Class IV GPF accounts shall be migrated to new locations duly mapping from old DTO/STO code to new DTO / STO Code.

The DTA shall issue necessary instructions to the Unit Officer for migration of class IV GPF data.

16. Distribution of Computer Personnel:

The existing Computer Personnel shall also be re-distributed to the Districts including personnel available at STOs. Necessary training shall be imparted to the treasury personnel in the new locations by the existing IT persons.

17. Shifting and Adjustment or Creation of Offices:

The DTA is permitted to retain the (10) Deputy Directors in the existing Districts, and (1) available Assistant Director may be allotted to a new District till alternative arrangements are made. For the remaining locations the senior most ATO in the District shall be designated as head of the new Districts untill further orders of the Government.

18. Mapping and Redefining the Jurisdiction of Treasury Offices:

The DTA shall provide maps of the Treasury Officers to the Government after issue of final Notification orders on formation of New Districts.

P.T.O.,

19. Updating the scheme expenditure data location wise:

The existing expenditure shall be apportioned by the DTOs to the new Districts in consultation with the DDOs of the respective departments. This exercise shall be completed before generating the monthly account for the month of October, 2016.

20. Pending bills re location to new Districts:

The Treasury Officer in consultation with DDO of each Department shall identify the pending bills and relocate them to the New Locations.

By making the pending bills Nil on a particular date in each of the locations.

All pending bills which could not be passed by the prescribed date shall be returned to the respective DDOs at the old jurisdiction with a request to present fresh bills in new jurisdiction.

21. Apportionment of existing BE Provision and providing additional budget to DTA for establishment of offices:

The DTA shall apportion the existing BE provision among all districts send separate proposals for additional budget after formation of new District Treasuries and Sub Treasuries with justification.

22. Hiring of vehicles for DTOs:

The Director of Treasuries and Accounts, Telangana, Hyderabad is permitted to engage (1) hired vehicle to each District for usage of Treasury Officer heading the District, where existing vehicle is not available.

23. Strong room:

Existing Strong Room in the existing District Treasuries shall be utilized for safe custody in respect of depositors of new Districts.

The DTA shall issue necessary guidelines to all in this regard and shall address the Superintendents of Police of new Districts to provide police guard at DTO Strong Rooms.

24. Submission of bills at Treasury:

Orders have already been issued vide reference 1st read above for payment of Salaries and Pensions for the month of October, 2016 at old place of drawl the last date for submission of Bills / Cheques in view of formation new Districts is 10.10.2016.

25. Adjustment of Bills due date:

The DTOs shall ensure that no adjustment bill shall be pending without adjustment at the old location before 20.10.2016.

In case of adjustment bills which could not be cleared they should be duly transferred to new locations as per new jurisdiction.

26. Merger of Departments:

As some of the Departments / District Offices are likely to be merged, the DTA shall issue necessary guidelines to the District Treasury Officers for admission of bills after issue of orders by respective Secretariat Departments.

27. Reconciliation with Treasury and AG:

The DTOs shall prepare a list of DDOs against whom reconciliation of expenditure with Treasury on monthly and AG on quarterly basis is pending.

The reconciliation upto the formation of new districts shall be watched at the old locations irrespective of revised jurisdiction.

28. Impact:

The DTA may keep existing URL & Impact as old Impact with old DDO Codes and new URL may be provided to new DDOs with new DDO Codes. The old Impact – may be continued till finalisation of monthly account of October, 2016.

29. Coordination with AG:

The DTA shall communicate the revised district codes etc., to the AG to enable rendition of monthly accounts in the new districts.

The AG should be requested to issue authorisations for payment of pension, GPF etc., as per revised jurisdictions.

The Director of Treasuries and Accounts and the District Treasury Officers shall Coordinate with all the District Collectors / HODs / DDOs and ensure smooth functioning of Government administration, in case of any further instructions on any important issues, the DTA shall bring it to the notice of Government and resolve the issue immediately.

These instructions are also available in Telangana Government Website <http://www.goir.telangana.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

K.RAMAKRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Director of Treasuries and Accounts, T.S., Hyderabad.

All the Secretariat Department, T.S., Hyderabad.

All the District Collectors, Telangana State.

All the DTOs, Telangana State.

The Principal Accountant General (A&E), A.P., & T.S., Hyderabad.

The Accountant General (Audit-I), A.P., & T.S., Hyderabad.

The Accountant General (Audit-II), A.P., & T.S., Hyderabad.

The Chief General Manager, State Bank of Hyderabad, Treasury Branch, Gunfoundry, Hyd.

The Deputy General Manager, Government Business Unit, SBH Head Office, Gunfoundry, Hyd.

Copy to

All Officers and All Sections of Finance Department.

The Director (IT) Finance Department.

P.S. to Hon'ble Minister (Finance).

P.S. to Chief Secretary, T.S., Hyderabad.

P.S. to PFS.,

P.S. to Secy., (IF).

P.S. to Secy., (Fin).

SF/SCs

// FORWARDED :: BY ORDER //

SECTION OFFICER